


Internal Audit Unit  
MONTGOMERY COUNTY BOARD OF EDUCATION  
Rockville, Maryland

December 13, 2022

MEMORANDUM

To: Mr. Scott E. Smith, Principal  
Northwest High School

From: Mary J. Bergstresser, Supervisor, Internal Audit Unit 

Subject: Report on Audit of Independent Activity Funds for the Period  
November 1, 2021, through October 31, 2022

Independent Activity Funds (IAFs) of Montgomery County Public Schools (MCPS) are established to promote the general welfare, education, and morale of students, as well as to finance the recognized extracurricular activities of the student body. School principals are the fiduciary agents for the IAFs charged with determining the manner in which funds are raised and expended for activities such as field trips, admission events, and fundraisers. They are responsible for ensuring that the IAFs are administered in accordance with Board of Education policies and MCPS regulations and procedures.

The IAF audits are conducted regularly to evaluate compliance with policies, regulations, and procedures, and to review processes for continuous improvement. Generally accepted audit procedures guide the work of the auditors who examine samples of the IAF records and financial accounts selected from documentation of various activities to verify their accuracy, as well as to assess the effectiveness of financial control procedures. An IAF audit does not review every transaction or school activity but seeks to provide reasonable assurance that any significant errors or omissions in the financial records are detected. Due to the school not having any reportable findings in their past two audits we limited the scope of our audit and decreased our sample sizes for review.

At our November 21, 2022, meeting with you, Mrs. Lori C. Knight, school business administrator, and Mrs. Jacqueline N. Miller, school financial specialist, we commended you for not having any reportable audit findings in your past audits. We noted in our prior reports dated November 19, 2020, December 16, 2021, and in the current report, that there were no conditions that required corrective action. Although we discussed and resolved a few minor matters during this audit, we are pleased to report that we found no weaknesses that require your attention. Records compiled and maintained by Mrs. Knight and Mrs. Miller were orderly and in compliance with MCPS requirements which contributed significantly to the prompt completion of this audit. No response to this report is required.

MJB:HT:rg

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